



TAX AND LICENSE MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan and supervise the staff and operations of the Tax and License Section; to manage the areas of sales tax audit, license services and revenue collection; and to provide complex staff assistance to the Internal Services Director or other supervisory or management staff as needed.

Supervision Received and Exercised:

Receives general direction from the Deputy Internal Services Director - Finance or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop, plan, and implement Section goals and objectives; review, recommend and administer policies and procedures; recommend proposed changes in City tax laws and regulations; ensure compliance with city ordinances and state statutes;
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Direct, oversee and participate in the development of the Section work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.

Effective November 1988

Revised April 2001

Revised November 2001 (range adj due to market)

Revised April 2003 (changed supervisory requirements to include administrative)

Revised March 2016 (changed Title and added duties)

CITY OF TEMPE

Tax and License Manager (continued)

- Prepare the Section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer and monitor the approved budget.
- Prepare, review and edit a variety of reports including the monthly sales tax revenue statistical reports.
- Review, approve or deny all waiver requests for taxpayers' penalties; assure prompt collection and deposit of monies.
- Coordinate license approval process with other City departments.
- Implement procedures to provide for the accurate and timely payment of privilege tax rebates in accordance with the provisions of established development agreements; and review and approve all rebate calculations and check requests;
- Answer the public's questions and provide information pertaining to complex sales tax and licensing matters by phone, in person or written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Attend inter-City or state sponsored meetings involving licenses or sales tax; participate in taxpayer hearings on sales tax assessments.
- Represent the City of Tempe on the Unified Audit Committee, the Municipal Tax Code Commission, and various inter-jurisdictional boards and commissions
- Monitor proposed legislation and inform management of matters of significance; evaluate the impact of proposed legislation to the City; and participate in the UAC Legislative Affairs Subcommittee;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible professional auditing, and/or sales tax administration experience, preferably in a municipal government, including two years of administrative and/or supervisory responsibility.

Education:

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Tax and License Manager (continued)

Equivalent to a Bachelor's degree from an accredited college or university with major course working in accounting, finance or a degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Work in a stationary position for long periods of time.
- Operates computers, calculators and other office machines
- Extensive reading and close vision work. Works extensively utilizing various computer programs
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 415

Status: Exempt / Classified

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